

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

**Members Present:** Frank Sims  
Dr. Ellison Conrad  
Daniel Ruble  
Stephen M. Quilty  
Andy Puckett  
Dr. James E. Baker  
Ben Jenkins

**Guest Present:** See Attachment

The Virginia Highlands Airport Authority Board of Directors met on Monday, January 13, 2020 at 6:00 P.M. in conference room "A" of the Terminal Building. Mr. Sims, Chairman, determined that a quorum of the Board was present and called the meeting to order. Also present were Mickey Hines, Airport Manager, Kristy Miller, Executive Assistant and Amber Miller, Administrative Assistant.

Mr. Sims called for approval of the Minutes of the Regular Meeting December 09, 2020.

Mr. Puckett moved to approve the minutes of December 09, 2020. Dr. Conrad seconded the motion. The motion carried unanimously.

Mr. Sims called for the Financial Report.

Mr. Puckett gave the Financial Report.

Mr. Sims called for the Manager's Report.

Mr. Hines gave the Manager's Report.

Mr. Ruble arrived at 6:18 P.M.

Mr. Sims called for the Operations Committee Report.

Mr. Quilty stated that the Operations Committee had not met.

Mr. Sims called for the Development Committee Report.

Dr. Baker stated that the Development Committee had not met.

Mr. Sims called for Unfinished Business.

Mr. Sims stated the further discussion was needed of the Audit Committees Recommendations that was made at last month's meeting.

**Mr. Puckett stated that the dual control idea that he would like to see implemented is that the monthly bank statements be opened and reviewed by the Administrative Assistant before giving them to the Executive Assistant for reconciliation.**

**Discussion ensued.**

**The Board was in concurrence with the dual control of the monthly bank statements be opened and reviewed by the Administrative Assistant before giving them to the Executive Assistant for reconciliation.**

**Mr. Sims stated that further discussion was needed in regards to the question raised by Mr. Quilty at last month's meeting of whether or not the DBE Policy should be approved the Board.**

**Discussion ensued.**

**No Action was taken.**

**Mr. Sims called for New Business.**

**None**

**Mr. Sims called for Public Comments.**

**None**

**Mr. Sims stated that a motion was needed in order for the Virginia Highlands Airport Authority to conduct a Closed Session pursuant to Code of Virginia § 2.2-3711.A.3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body and Code of Virginia § 2.2-3711.A.7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.**

**Mr. Ruble moved to conduct a Closed Session in accordance with the items that were stated by Mr. Sims. Mr. Puckett seconded the motion. The motion carried unanimously.**

Mr. Sims stated that the Closed Session would consist of the Board Members, Airport Manager, Executive Assistant, and Administrative Assistant.

Following the Closed Session, the Board immediately reconvened its Open Session. Having reconvened, members of the Board were advised that if any one of them believes there was a departure from the purposes stated in the motion to go into Closed Session, they now should so state. Mr. Sims asked if anyone believed there was a departure in the Closed Session from the purposes announced for having a Closed Session. FOIA requires you to speak up now.

No one having identified any departures from the purpose for the closed session, a roll call vote was taken certifying that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements and only such business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting.

Frank Sims – I so certify  
Ellison Conrad – I so certify  
Danny Ruble – I so certify  
Stephen Quilty– I so certify  
Andy Puckett – I so certify  
Ben Jenkins– I so certify  
James Baker – I so certify

Dr. Baker moved to adjourn. Mr. Puckett seconded the motion. The motion carried unanimously. The meeting adjourned at 7:43 P.M.

  
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Dr. James Baker, Secretary

  
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Frank Sims, Chairman

